



**IDFPR**

Illinois Department of  
Financial and Professional Regulation

Division of Professional Regulation

# **Qualifications for Licensure:**

## **Cemetery CE Sponsor (255)**

Effective: 12/2024  
Revised: N/NNNN

## READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

### Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.

## LICENSE QUALIFICATIONS

- All C.E. courses shall:
  - a) Contain materials that contribute to the advancement, extension and enhancement of professional skills and knowledge in the practice of cemetery management and/ or providing customer service at a cemetery. The course content shall be designed to focus on such advancement and enhancement of professional skills and knowledge.
  - b) Specify the course objectives, course content and teaching methods;
  - c) Be developed and presented by persons with education and/or experience in the subject matter of the program;
  - d) Specify the number of CE hours that may be applied to fulfilling the Illinois CE requirements for license renewal; and
  - e) Include some mechanism through which participants evaluate the overall quality and content of the program.
- Each C.E. program shall provide a mechanism for evaluation of the program by the participants. The evaluation may be completed on-site immediately following the program presentation or an evaluation questionnaire may be distributed to participants to be completed and returned by mail. The sponsor and the instructor, together, shall review the evaluation outcome and revise subsequent programs accordingly.
- The sponsor will be responsible for providing a certificate of attendance and will maintain attendance records for at least 5 years.
- Create a "Certificate of Attendance", which contains the following:
  - a) the name, address and license number of sponsor;

- b) the name and address of the participant;
  - c) a brief statement of the program/workshop subject matter;
  - d) the number of hours attended for each program/ workshop;
  - e) the date and place of the program; and
  - f) the signature of the sponsor.
- Provide a sample C.E. program with course materials (ie. Outline of program and brief biography of instructors.)

## **IMPORTANT INFORMATION ONCE LICENSED**

- All Cemetery CE Sponsor licenses expire on August 31<sup>st</sup> of each even-numbered year, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.